

No.C.17015/7/2014-VC

Government of India

Ministry of Home Affairs

\*\*\*\*\*

North Block, New Delhi  
Dated the 20<sup>th</sup> July, 2016

**Sub:- Declaration of Assets and Liabilities by public servants under section 44 of the Lokpal and Lokayuktas Act, 2013-regarding**

The undersigned is directed to enclose a copy of D.O No. 407/12/2014-AVD-IV(B)-Vol.III dated 05.7.2016 from Secretary, Department of Personnel & Training, which is self explanatory, for information and strict compliance by all public servants in the Ministry of Home Affairs.

2. Every public servant is required to make a declaration of his assets and liabilities under the provisions of section 44 of the Lokpal and Lokayuktas Act, 2013. The declarations are required to be made in respect of the year 2014, 2015 and 2016, separately, as per format enclosed with the letter enclosed.

3. The declarations for the year 2014 should reflect the information of assets and liabilities as on 1<sup>st</sup> August, 2014; and, the declarations for the subsequent years i.e. 2015 and 2016 should reflect the position of assets and liabilities as on 31<sup>st</sup> March of the respective years. **Last date of filing the declarations by all categories of public servants for the years 2014, 2015 and 2016 is 31<sup>st</sup> July, 2016.**

4. **All the public servants including the AIS/Group 'A' Officers and the Officers/Officials belonging to CSS, CSSS and CSCS and employees holding Ex-cadre posts and other posts are requested to follow the timeline for filing the returns i.e. 31.7.2016, scrupulously.** All those officers/officials who have already submitted their returns online [CSCMS/PRISM, etc.] and not submitted print out, should submit print out of their returns of Assets and Liabilities to the Vigilance Cell, immediately for further necessary action.

5. The categories of the public servants who are required to file the declarations have been detailed in para 3 of Secretary, DOPT's D.O. letter referred to above.

6. **The Division Heads are requested to ensure that the provisions of the Lokpal & Lokayukta Acts, 2013 are followed by all public servants in the attached/subordinate offices including Body or Boards or Corporation or Authority or Company or Society or Autonomous Bodies, etc. under their administrative control.**

This issues with the approval of Competent Authority.

Encl: As above.



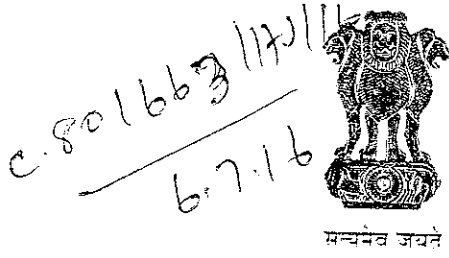
(Subhendu Hota)  
Under Secretary (Vigilance)  
Tel: 23093094

To

1. Special Secretary (IS) /AS (F)/AS & FA/AS(LWE)/AS(P), MHA/ Pr. CCA(H).

(Contd..)

सी. विश्वनाथ  
C. VISWANATH  
सचिव  
SECRETARY



भारत सरकार  
कार्मिक और प्रशिक्षण विभाग  
कार्मिक, लोक शिकायत तथा पेंशन मंत्रालय  
नॉर्थ ब्लॉक, नई दिल्ली-110001  
GOVERNMENT OF INDIA  
DEPARTMENT OF PERSONNEL & TRAINING  
MINISTRY OF PERSONNEL, PUBLIC GRIEVANCES  
AND PENSIONS  
NORTH BLOCK NEW DELHI-110001

D.O. No. 407/12/2014-AVD-IV(B)- Vol. III

1437/USCPS-II/16

18/7/16

Dated the 5<sup>th</sup> July, 2016.

Dear Shri Mehroishi,

मुख्य सचिव/Ministry of Home Affairs  
नई दिल्ली/New Delhi  
आई.पी.एस-II अनु. IFS-II Section  
आ.सं./Dy. No. 4722  
दिनांक/Data: 19.07.2016

As you may be aware, every public servant is required to make a declaration of his assets and liabilities under the provisions of section 44 of the Lokpal and Lokayuktas Act, 2013. These declarations are required to be made in respect of the years 2014, 2015 and 2016. The declaration for the year 2014 is to reflect the information of assets and liabilities as on 1<sup>st</sup> August, 2014 and the declarations for the subsequent years i.e. for 2015 and 2016, should reflect the position as on 31<sup>st</sup> March of the respective years. The revised forms, in which the said information is required to be furnished are enclosed herewith for ready reference. The last date for filing of such information with the competent authority has been prescribed as 31<sup>st</sup> July, 2016.

2. In this connection, attention is also invited to the provisions of section 45, which provides that if any public servant wilfully or for reasons which are not justifiable fails to declare his assets or gives misleading information and is found to be in possession of assets not disclosed or in respect of which misleading information has been furnished, then such assets shall be presumed to be assets acquired by corrupt means.

3. In terms of the provisions of sections 2(1)(c)(iv), 2(1)(c)(v) and the notifications No. 2154(E), 2155(E) and 2156(E) dated 20<sup>th</sup> June, 2016 published (copies enclosed) under provisions of section 2(c)(vii) of the Lokpal and Lokayuktas Act, 2013, the Minister-in-charge of Ministry of Home Affairs is the authority competent before whom such declarations are required to be filed by the following categories of public servants;

- An officer serving the Ministry or Department concerned;
- Chairperson or Members of any body or Board or Corporation or Authority or Company or Society or autonomous body (by whatever name called) established or constituted under any Act of Parliament or wholly or partly financed by the Central Government or controlled by it; and

iii. Any person referred to in clause (g) of sub-section (1) of section 14 of the said Act, who is or has been a director, manager, secretary or other officer of every other

सूचना  
का अधिकार

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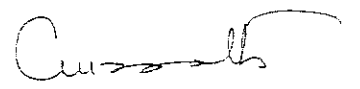
टेली/Tel.: 23094848 टेलीफैक्स/Telefax : 23094500 E-mail ID [secy\\_mop@nic.in](mailto:secy_mop@nic.in)

society or association of persons or trust (whether registered or not), by whatever name called, wholly or partly financed by the Government and annual income of which exceeds rupees one crore.

- iv. Any person referred to in clause (h) of sub-section (1) of section 14 of the said Act, i.e. who is or has been a director, manager, secretary or other officer of every other society or association of persons or trust (whether registered or not), in receipt of any donation from any foreign source under the Foreign Contribution (Regulation) Act, 2010, in excess of rupees ten lakh in a year.
4. As will be appreciated the provisions of the Lokpal and Lokayuktas Act, 2013 are required to be strictly complied and non-compliance with the necessary provisions as referred to above may attract the provisions of section 45 of the said Act, as stated in para 2 above.
5. Necessary steps may please be taken on an urgent basis to sensitize all categories of public servants coming under the purview of Hon'ble Minister of Home Affairs as the competent authority, so as to ensure that there are no defaults in compliance with the aforementioned statutory requirements.
6. It will be appreciated if this matter is given utmost priority at your level for apprising all categories of public servants of the necessary provisions of the Act [including section 2(1)(c)(vi), wherever relevant]. The categories of public servants covered shall include officers of your Ministry, organisations/PSUs under the control of your Ministry as also the Trusts/Societies/NGOs etc., which are being wholly or partly financed by Ministry of Home Affairs and annual income of which is as mentioned in para 3(iii) above and such entities which are in receipt of donation from foreign sources in excess of the threshold levels indicated in para 3(iv) above. It is reiterated that the last date for filing of declarations by all categories of public servants for the years 2014, 2015 and 2016 is 31<sup>st</sup> July, 2016.

With regards,

Yours sincerely,

  
(C. Viswanath)

Sl. 113 A

✓ Shri Rajiv Mehrishi,  
Home Secretary,  
Ministry of Home Affairs, North Block,  
New Delhi,

**Return of Assets and Liabilities on First Appointment or as on the 31<sup>st</sup> March, 20.....\***  
(Under Sec 44 of the Lokpal and Lokayuktas Act, 2013.)

1. Name of the Public servant in full.....  
(in block letters)
- 2.(a) Present public position held .....  
(Designation, name and address .....  
of organisation) .....
- (b) Service to which belongs .....  
(if applicable)

Declaration:

I hereby declare that the return enclosed namely, Forms I to IV are complete, true and correct to the best of my knowledge and belief, in respect of information due to be furnished by me under the provisions of section 44 of the Lokpal and Lokayuktas Act, 2013.

Date.....

Signature.....

\* In case of first appointment please indicate date of appointment.

Note 1. This return shall contain particulars of all assets and liabilities of the public servant either in his/her own name or in the name of any other person. The return should include details in respect of assets/ liabilities of spouse and dependent children as provided in Section 44 (2) of the Lokpal and Lokayuktas Act, 2013.

(Section 44(2): A public servant shall, within a period of thirty days from the date on which he makes and subscribes an oath or affirmation to enter upon his office, furnish to the competent authority the information relating to—

- (a) the assets of which he, his spouse and his dependent children are, jointly or severally, owners or beneficiaries;
- (b) his liabilities and that of his spouse and his dependent children.)

Note 2. If a public servant is a member of Hindu Undivided Family with co-parcenary rights in the properties of the family either as a 'Karta' or as a member, he should indicate in the return in Form No. III the value of his share in such property and where it is not possible to indicate the exact value of such share, its approximate value. Suitable explanatory notes may be added wherever necessary.

Note 3:— "dependent children" means sons and daughters who have no separate means of earning and are wholly dependent on the public servant for their livelihood. (Explanation below Section 44(3) of Lokpal and Lokayuktas Act, 2013)

FORM No. I

**Details of Public Servant, his/ her spouse and dependent children**

SL No.		Name	Public Position held, if any	Whether return being filed by him/her, separately
1	Self			
2	Spouse			
3	Dependent-1			
4	Dependent-2			
5.*	Dependent-3			

\* Add more rows, if necessary.

Date.....

Signature.....

**"FORM No. II**

**Statement of movable property on first appointment or as on the 31<sup>st</sup> March, 20...**

(Use separate sheets for self, spouse and each dependent child.)

of public servant/spouse/dependent child: \_\_\_\_\_

No	Description	Remarks, if any
*	Cash and bank balance:	
(i)**	Insurance (premium paid) :	
	Fixed /Recurring Deposit(s) :	
	Shares/Bonds :	
	Mutual Fund(s) :	
	Pension Scheme/Provident Fund	
	Other investments, if any :	
(iii)	Personal loans/advance given to any person or entity including firm, company, trust, etc. and other receivables from debtors and the amount (exceeding two months basic pay or Rupees one lakh, as the case may be):	
(iv)	Motor Vehicles (Details of Make, registration number, year of purchase and amount paid):	
(v)	Jewellery [Give details of approximate weight (plus or minus 10 gms. in respect of gold and precious stones; plus or minus 100 gms. in respect of silver).]	
	Gold:	
	Silver:	
	Precious metals and precious stones:	
	Composite items: (indicate approximate value)***	
(vi)	Any other assets [Give details of movable assets not covered in (i) to (v) above] <ul style="list-style-type: none"> <li>(a) Furniture</li> <li>(b) Fixtures</li> <li>(c) Antiques</li> <li>(d) Paintings</li> <li>(e) Electronic equipments</li> <li>(f) Others</li> </ul> <p>[indicate the details of an asset, only if the total current value of any particular asset in any particular category (e.g. furniture, fixtures, electronic equipments, etc.) exceeds two months' basic pay or Rs. 1.00 lakh, as the case may be.]</p>	

Date .....

Signature.....

\* Details of deposits in the foreign Bank(s) to be given separately.

\*\* Investments above Rs. 2 lakhs to be reported individually. Investments below Rs.2 lakhs may be reported together.

\*\*\* Value indicated in the first return need not be revised in subsequent returns as long as no new composite item had been acquired or no existing items had been disposed of, during the relevant year.";

FORM NO. III

Statement of immovable property on first appointment or as on the 31<sup>st</sup> March, 20.....  
(e.g. Lands, House, Shops, Other Buildings, etc.)

[Held by Public Servant, his/her spouse and dependent children]

Sl. No.	Description of property (Land/ House/ Flat/ Shop/ Industrial etc.)	Precise location (Name District, Division, Tahik and Village in which the property is situated and its distinctive number, etc.)	Area of land (in case of land and buildings)	Nature of land in case of landed property	Extent of interest	If not in name of servant, state in whose name held and his/her relationship, if any to the public servant	Date of acquisition	How acquired (whether by purchase, mortgage, lease, inheritance, gift or otherwise) and name of person/persons from whom acquired (address and connection of the Government servant, if any, with the person/persons concerned) (Please see Note 1 below) and cost of acquisition.	Present value of the property (If exact value not known, approx value may be indicated)	Total annual income from the property	Remarks
1	2	3	4	5	6	7	8	9	10	11	12

Date.....

Signature.....

Note (1) For purpose of Column 9, the term "lease" would mean a lease of immovable property from year to year or for any term exceeding one year or reserving a yearly rent. Where, however, the lease of immovable property is obtained from a person having official dealings with the Government servant, such a lease should be shown in this Column irrespective of the term of the lease, whether it is short term or long term, and the periodicity of the payment of rent.

"FORM No. IV

Statement of Debts and Other Liabilities on first appointment or as on 31<sup>st</sup> March,  
20.....

Sl. No.	Debtor (Self/ Spouse or dependent children)	Name and address of Creditor	Nature of debt/ liability and amount	Remarks
1	2	3	4	5

Date .....

Signature.....

Note 1: Individual items of loans not exceeding two months basic pay (where applicable) and Rs. 1.00 lakh in other cases need not be included.

Note 2. The statement should include various loans and advances (exceeding the value in Note 1) taken from banks, companies, financial institutions, Central/State Government and from individuals."





# भारत का राजपत्र

## The Gazette of India

असाधारण

EXTRAORDINARY

भाग II—खण्ड 3—उप-खण्ड (ii)

PART II—Section 3—Sub-section (ii)

प्राधिकार से प्रकाशित

PUBLISHED BY AUTHORITY

सं. 1541]

नई दिल्ली, सोमवार, जून 20, 2016/ज्येष्ठ 30, 1938

No. 1541]

NEW DELHI, MONDAY, JUNE 20, 2016/JYAISTHA 30, 1938

कार्मिक, लोक शिकायत और पेंशन मंत्रालय

(कार्मिक और प्रशिक्षण विभाग)

अधिसूचना

नई दिल्ली, 20 जून, 2016

**का.आ. 2154(ब).**- केंद्रीय सरकार, लोकपाल और लोकायुक्त अधिनियम, 2013 (2014 का 1) (जिसे इस अधिसूचना में इसके पश्चात उक्त अधिनियम कहा गया है) की धारा 14 की उपधारा (1) के खंड (छ) के साथ पठित धारा 2 की उपधारा (1) के खंड (vii) द्वारा प्रदत्त शक्तियों का प्रयोग करते हुए, अधिसूचित करती है कि उक्त अधिनियम की धारा 14 की उपधारा (1) के खंड (छ) में निर्दिष्ट किसी व्यक्ति के लिए पूर्वोक्त खंड में निर्दिष्ट सोसाइटी या व्यक्तियों के संगम या न्यास को वित्तीय सहायता प्रदान करने वाले भारत सरकार के मंत्रालय या विभाग का भारसाधक मंत्री सक्षम प्राधिकारी होगा :

परंतु यदि उक्त खंड (छ) में निर्दिष्ट सोसाइटी या व्यक्तियों का संगम या न्यास को सरकार के एक से अधिक मंत्रालयों या विभागों द्वारा वित्त पोषित किया जाता है तो उस मंत्रालय या विभाग का भारसाधक मंत्री, जिसका उक्त सोसाइटी या व्यक्तियों के संगम या न्यास को वित्तीय सहायता के रूप में अभिदाय उस वर्ष, जिसके लिए वार्षिक विवरणी की घोषणा फाइल की जा रही है, अधिकतम है, उस विशिष्ट वर्ष के दौरान ऐसी सोसाइटी या व्यक्तियों के संगम या न्यास के संबंध में सक्षम प्राधिकारी होगा ।

2. इस अधिसूचना के प्रयोजनों के लिए,--

- (i) वित्तीय सहायता के रूप में अधिकतम अभिदाय करने वाले मंत्रालय या विभाग के समक्ष मूल घोषणा या वार्षिक विवरणी फाइल की जा सकेगी और विवरणी की एक प्रति ऐसी सोसाइटी या व्यक्तियों के संगम या न्यास को वित्तपोषित करने वाले सभी अन्य मंत्रालयों या विभागों को भेजी जा सकेगी ;
- (ii) पैरा 1 में निर्दिष्ट लोक नेववों के प्रवर्ग द्वारा वार्षिक विवरणी तब तक फाइल किया जाना जारी रहेगा जब तक ऐसी सोसाइटी या व्यक्तियों के संगम या न्यास को अनुज्ञात संपूर्ण वित्तीय सहायता का उन प्रयोजनों के लिए पूर्णया उपयोग नहीं कर लिया जाता है, जिसके लिए वह अनुज्ञात की गई थी ;

- (iii) सक्षम प्राधिकारी, जिसके पास ऐसी वार्षिक विवरणी फाइल की जानी है, मंत्रालय या विभाग के आधार पर, जिसका उस वर्ष उक्त सोसाइटी या व्यक्तियों के संगम या न्यास को वित्तीय सहायता के रूप में अभिदाय अधिकतम है, वर्ष दर वर्ष भिन्न हो सकेगा ;
- (iv) "प्रत्येक अन्य सोसाइटी" अभिव्यक्ति से ऐसी सोसाइटी अभिप्रेत है, जो लोकपाल और लोकायुक्त अधिनियम, 2013 की धारा 14 की उपधारा (1) के खंड (च) के अधीन नहीं आती है।

[फा. सं. 407/02/2016-एवीडी-IV(लोकपाल)भाग-2]

जिश्नु बरुआ, संयुक्त सचिव

**MINISTRY OF PERSONNEL, PUBLIC GRIEVANCES AND PENSIONS**

(Department of Personnel and Training)

**NOTIFICATION**

New Delhi, the 20th June, 2016

**S.O.2154(E).**— In exercise of the powers conferred under sub-clause (vii) of sub-section (1) of section 2 read with clause (g) of sub-section (1) of section 14 of the Lokpal and Lokayuktas Act, 2013 (I of 2014) (hereafter in this notification referred to as the said Act), the Central Government hereby notifies that for any person referred to in clause (g) of sub-section (1) of section 14 of the said Act, the Minister-in-charge of the Ministry or Department of the Government of India providing financial assistance to any society, association of persons or trust, referred to in the aforesaid clause, shall be the competent authority:

Provided that if a society or association of persons or trust, referred to in the said clause (g) is financed by more than one Ministries or Departments of the Government, the Minister-in-charge of the Ministry or Department, whose contribution as financial assistance to the said society or association of persons or trust is highest in the year for which declaration or annual return is being filed, shall be the competent authority in respect of such society or association of persons or trust during that particular year.

2. For the purposes of this notification,-

- (i) the original declaration or annual return may be filed before the Ministry or Department making the highest contribution as financial assistance and a copy of the return may be sent to all other Ministries or Departments financing such society or association of persons or trust;
- (ii) the annual returns shall continue to be filed by the category of public servants referred to in paragraph (1), till such time the entire financial assistance allowed to such society or association of persons or trust stands fully utilised for the purposes for which it was allowed;
- (iii) the competent authority with which such annual return is to be filed may vary from year to year based on the Ministry or the Department whose contribution as financial assistance to the said society or association of persons or trust is highest in that year;
- (iv) the expression "every other society" means a society not covered under clause (f) of sub-section (1) of section 14 of the said Act.

[F.No.407/02/2016-AVD-IV(Lokpal)Pt.2]

JISHNU BARUA, Jt. Secy.



# भारत का राजपत्र

## The Gazette of India

असाधारण

EXTRAORDINARY

भाग II—खण्ड 3—उप-खण्ड (ii)

PART II—Section 3—Sub-section (ii)

प्राधिकार से प्रकाशित

PUBLISHED BY AUTHORITY

सं. 1542]

नई दिल्ली, सोमवार, जून 20, 2016/ज्येष्ठ 30, 1938

No. 1542]

NEW DELHI, MONDAY, JUNE 20, 2016/JYAISTHA 30, 1938

कार्मिक, लोक शिकायत और पेंशन मंत्रालय

(कार्मिक और प्रशिक्षण विभाग)

अधिसूचना

नई दिल्ली, 20 जून, 2016

का.आ. 2155(अ).—केन्द्रीय सरकार, लोकपाल और लोकायुक्त अधिनियम, 2013 (2014 का 1) (जिसे इस अधिसूचना में इसके पश्चात् उक्त अधिनियम कहा गया है) की धारा 14 की उप-धारा (1) के खंड (छ) द्वारा प्रदत्त शक्तियों का प्रयोग करते हुए, सोसाइटी या व्यक्तियों के संगम या न्यास, चाहे किसी भी नाम से ज्ञात हो, (चाहे तत्समय प्रवृत्त किसी विधि के अधीन रजिस्ट्रीकृत हो या नहीं) जिसे पूर्णतया या भागतः सरकार द्वारा वित्तपोषित किया गया है, जैसा कि उक्त अधिनियम की धारा 14 की उप-धारा (1) के खंड (छ) में निर्दिष्ट है, के लोकपाल की अधिकारिता के अधीन होने के लिए वार्षिक आय की रकम "एक करोड़ रुपए" अधिसूचित करती है।

2. इस अधिसूचना के प्रयोजन के लिए केवल केन्द्रीय सरकार द्वारा दिए गए अनुदानों या वित्तीय सहायता को वार्षिक आय का अवधारण करने के लिए विचार में लिया जा सकेगा।

[फा. सं. 407/02/2016/एवीडी-IV(लोकपाल)/भाग - 1]

जिश्नु बरुआ, संयुक्त सचिव

MINISTRY OF PERSONNEL, PUBLIC GRIEVANCES  
AND PENSIONS

(Department of Personnel and Training)

NOTIFICATION

New Delhi, the 20th June, 2016

S.O. 2155(E).—In exercise of the powers conferred by clause (g) of sub-section (1) of section 14 of the Lokpal and Lokayuktas Act, 2013 (1 of 2014) (hereafter in this notification referred to as the said Act), the Central Government hereby notifies the amount of annual income of society or association of persons or trust (whether registered under any law for the time being in force or not), by whatever name called, wholly or partly financed by the Government as referred to in clause (g) of sub-section (1) of section 14 of the said Act for being under the jurisdiction of Lokpal, shall be "one crore rupees".

2. For the purpose of this notification only the grants or financial assistance given by the Central Government may be taken into consideration for determining the annual income.

[F. No. 407/02/2016-AVD-IV(Lokpal) Pt. 1]

JISHNU BARUA, Jt. Secy.

## MINISTRY OF PERSONNEL, PUBLIC GRIEVANCES AND PENSIONS

(Department of Personnel and Training)

## NOTIFICATION

New Delhi, the 20th June, 2016

**S.O.2156(E).**—In exercise of the powers conferred under sub-clause (vii) of clause (c) of sub-section (1) of section 2 read with section 14 of the Lokpal and Lokayuktas Act, 2013 (1 of 2014) (hereafter in this notification referred to as the said Act), the Central Government hereby notifies that the “competent authority” in relation to public servants referred in clause (h) of sub-section (1) of section 14 of the said Act, shall be the Minister-in-charge of the Ministry of Home Affairs.

2. For the purposes of this notification,-

- (i) the annual returns relating to receipt of any donations from any foreign source under the Foreign Contribution (Regulation) Act, 2010 (42 of 2010) shall continue to be filed by any person who is or has been a director, manager, secretary or other officer of every other society or association of persons or trust (whether registered under any law for the time being in force or not), till such time the entire amount of the donation aforesaid, received by such society or association of persons or trust stands fully utilised;
- (ii) the expression “every other society” means a society not covered under clause (f) of sub-section (1) of section 14 of the Lokpal and Lokayuktas Act, 2013.

[F.No.407/02/2016-AVD-IV(Lokpal)]

JISHNU BARUA, Jr. Secy.